

Enclosed is additional information not previously in the Request for Proposal and of which is being added at this time. Please use this new Proposal Checklist in making submission to this RFP. Thank you.

Proposal

This is the signed proposal form and is required as the authorized signer is attesting that he/she has read the Instructions, Affidavits and Scope of Work(Services). A proposal is not valid if it is not signed.

PROPOSAL CHECKLIST

The following checklist is provided as assistance to the development of the RFP Response. It in no way supersedes or replaces the requirements of the RFP. You must initial on the lines below attesting to the fact that you have read and/or included the documents with your RFP.

Checklist		Agency Initials	Contract Unit
Complete proposal packet, including Funding Proposal Cover Sheet and Attachments A & B*	1 original & 6 copies		
County of Mercer Contract template *	6 signed originals		
CD or USB Drive containing all Proposal Materials*	1		
Non-Collusion Affidavit (Complete and Notarized) *	1 w/ original signature		
Affirmative Action Compliance Notice *	1 w/ original signature		
Certificate of Employee Report or AA302*	1 w/ signature		
Exhibit A: Affirmative Action Mandatory Language *	1 w/ original signature		
EEOC Sexual Harassment Guidelines #	1 w/ original signature		
American with Disabilities Act Language #	1 w/ original signature		
W9 Form (for New Agency not previously County-funded) %	1 w/ original signature		
Insurance and Indemnification*	1 w/ original signature		
Certificate of Liability Insurance*	1 w/ original signature		
Certificate of Automobile Insurance *	1 w/ original signature		
Certificate of Workers Compensation Insurance *	1 w/ original signature		
Certificate of Insurance 30 –day Cancellation Time Period*	1 w/ original signature		
NJ Business Registration (For-Profit businesses only) *	1 w/ signature		
Pay-to-Play Form (For-Profit businesses/corporations only) %	1 w/ original signature		
Stockholder Disclosure Certification* FAILURE TO COMPLETE SIGN AND SUBMIT THIS FORM IS CAUSE FOR REJECTION	1 w/ original signature		
Proposal Form*	1 w/ original signature		
Iran Certification *	1 w/original signature		
Contract Award Signature Sheet*	1 w/ original signature		
Proof of 501(c)(3) status (For Non-Profits only)*	1 w/ signature		
Certificate of Incorporation *	1 w/ signature		
Most recent audited financial statement (or Form 990 for For-Profit businesses)*	1 w/ original signature		
Brochures and Organizational Chart *	6 copies		
Copies of all questionnaires, diagnostic/other screening tools, surveys, etc. utilized as part of performance outcome activities. %	6 copies		
Proof of coordination (e.g., consortia/affiliation agreements, letters of endorsement) %	1 copy		

* = Required as part of proposal submission; % = Submit with proposal packet if applicable; # = Read and submit with proposal